**Ellen. C Harret**

4594 – Fleming Way.

Flagstaff, AZ 23831

(123) 456 7899

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**Summary**

Personable and professional Restaurant Server with 7 years of experience in fast casual, and fine dining settings. Extensive knowledge of wine and food pairings with a specialization in French cuisine.

**Work Experience**

**SERVER, CATERING CAPERS**

Scottsdale, Arizona — 2012-2015

Responsibilities:

* Preparing, transporting and setting up food for each event
* Assembling dishes onsite during catering events.
* Validating proper identification for 21+ parties
* Serving wine, beer, and spirits
* Serving patrons, giving special attention to special requests and food allergies.

Accomplishments:

* Ut enim ad minim veniam, quis nostrud exerc.
* Exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.
* Ut enim ad minim veniam, quis nostrud exerc.

**HEAD SERVER, CHEZ PIERRE**

Phoenix, Arizona — 2011-2013

Responsibilities:

* Greeting guests in a prompt and courteous manner.
* Taking orders from patrons, often memorizing the orders if there were 5 patrons or less.
* Making suggestions on food and wine pairings, trying to upsell when appropriate
* Inputting orders into our POS system per the chef’s guidelines

Achievements**:**

* Employer of the year Award - 2012
* Increased customer satisfaction level by 25%
* Personal customer service satisfaction level of 96%

**Education**

BACHELOR OF BUSINESS ADMINISTRATION

Northern Arizona University — 2010-2014

Maecenas pellentesque luctus nulla eget sodales. Donec efficitur vitae diam at vulputate. Pellentesque eu placerat mauris.

BACHELOR OF ARTS

Brentwood College of Commerce — 2006-2010

Sed ultricies egestas purus, sed ultricies risus facilisis interdum. Ut rhoncus, eros non aliquet finibus, turpis urna tristique nulla.

**Professional Skills**

* MS Office, Photoshop
* Adobe Photoshop,
* Adobe Illustrator
* After effects
* Charismatic
* confident public speaker

**Languages**

**English**

native language

**Italian**

Advanced: speaking, reading

Intermediate: writing